

Middle School Initiative

**PART I
COVER SHEET**

CAP 5 SEMESTER 1 WEEK 2

COURSE: Leadership Officer Staff Duty Analysis, Achievement 12

LESSON TITLE: Non-drill Training Program

LENGTH OF LESSON: 110 Minutes

METHOD: Performance

REFERENCE(S):

1. *Leadership: 2000 and Beyond*, Volume II, Chapter 11
2. CAPP 52-14, *Staff Duty Analysis Guides*, Attachment 1, 15 Oct 98
3. CAPR 20-1, *Organization of Civil Air Patrol*, Part III, Page 35, 29 May 00
4. CAPM 50-4, *Test Administration and Security*, 1 Nov 93
5. CAPR 52-16, *Cadet Program Management*, Chapter 2, 31 Dec 98

AUDIO/VISUAL AIDS/HANDOUTS/ACTIVITY MATERIAL(S): Handout 1 - Planning a Training Program

COGNITIVE OBJECTIVE: The objective of this lesson is to have each cadet write a training program and integrate it into the schedule.

COGNITIVE SAMPLES OF BEHAVIOR: Each cadet will willingly learn the duties and responsibilities of a unit leadership officer, which will include not only evaluating cadets during drill, but also will extend to evaluating cadets who are evaluating other cadets.

AFFECTIVE OBJECTIVE: Based on the lessons in the staff duty analysis for the leadership officer, each cadet will monitor the progress of the cadets in his or her unit through their aerospace education and leadership training, which will be dependent on the performance of the leadership officer.

AFFECTIVE SAMPLES OF BEHAVIOR: Each cadet will learn to monitor the training needs and results of the unit's cadets constantly.

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PART II TEACHING PLAN

Introduction

ATTENTION: This week, we look at writing a non-drill training program and how to integrate it into the schedule. Sound hard? Schedule already too full? Let's see what we can accomplish!

MOTIVATION: There are many subjects within the cadet program of Civil Air Patrol other than Drill and Ceremonies that may be used to write a training program around. The program may be as complex or simple as you want based on the knowledge you want to impart to the other cadets during the training.

OVERVIEW: In Achievements 12 through 16, Staff Duty Analysis is part of the executive training. In this fourth lesson in a series of four on the Leadership Officer, each cadet learns the various duties associated with the cadet leadership officer including scheduling a training program.

TRANSITION: Shall we get started?

Body

Instructor's Note: Using Handout 1 have the cadets plan a non-drill training program and integrate it into the schedule.

Conclusion

SUMMARY: We have learned how to plan a training program and integrate it into the schedule.

REMOTIVATION: In planning a training program and adding it to the schedule, you have seen what it takes to plan and schedule a training program for the unit. Were you successful in covering all aspects for the program?

CLOSURE: Next week, you will review squadron drill procedures. I hope you will be prepared.

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**PART III
LESSON REVIEW**

LESSON OBJECTIVE(S): The objective of this lesson was planning a training program and integrating it into the unit schedule.

LESSON QUESTIONS: None